

SEVENOAKS SCHOOL

ASSISTANT CLEANING MANAGER





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend

performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.



THE ROLE

The Assistant Cleaning Manager is the day-to-day team organiser for the cleaning function across the School campus, working closely with the Cleaning Manager to ensure consistently high standards of cleanliness, hygiene, and presentation in academic buildings, sports and leisure facilities, offices, and boarding houses.

Working alongside the Cleaning Manager, the role combines hands-on coordination of the cleaning team with supervisory and management responsibilities. The postholder will deputise for the Cleaning Manager during periods of absence and will share responsibility for the wider management of the team, including rota planning, staff communication, training, audits, and stock control.

While the role is predominantly about organising people and tasks, the postholder will also undertake practical cleaning duties when required, particularly to provide cover, support deep cleans, or maintain standards in priority areas.

REPORTING TO

This role reports to the Cleaning Manager.

MAIN DUTIES AND RESPONSIBILITIES

Please note, this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

TEAM ORGANISATION AND COORDINATION

- Act as the main day-to-day point of contact for the cleaning team, organising staff allocations across the campus to ensure all areas are covered to the required standard;
- Plan and adjust daily and weekly rotas in conjunction with the Cleaning Manager, redistributing staff where necessary to manage absences, peak demand, or one-off events;
- Provide consistent on-site management presence across both the early-morning and afternoon/evening cleaning operations, working with the Cleaning Manager to ensure full shift coverage and a smooth handover between shifts;
- Be the first point of contact for cleaners reporting absences and provide cover or reallocate staff where needed;
- Brief cleaning staff on daily priorities, special requirements, and changes to schedules, ensuring everyone is clear on their duties for the day;
- Walk the site regularly to monitor progress, support the team, identify issues, and reallocate resources as required;
- Ensure all cleaning staff sign in and out at their correct start and finish times in accordance with School procedures;
- Lead the practical organisation of cleaning operations during school holidays, including deep cleans, project work, and boarding house turnarounds.



DEPUTISING & MANAGEMENT SUPPORT

- Deputise for the Cleaning Manager during periods of leave or absence, taking responsibility for the full management of the cleaning operation, including escalations, supplier liaison, and decision-making within agreed authority;
- Support the Cleaning Manager with recruitment, induction, and training of new cleaning staff;
- Assist with performance management, including supporting return-to-work meetings, probationary reviews, and informal performance conversations;
- Ensure absences are notified, recorded, and followed up appropriately, including completing self-certification and return-to-work paperwork;
- Help to deliver team meetings and training sessions, contributing to a positive and collaborative working culture;
- Maintain accurate records of attendance, absence, completed cleaning tasks, inspections, and stock usage, ensuring documentation is kept up to date;
- Liaise with other departments (Estates, Catering, Boarding, Academic, and Events) on behalf of the cleaning team to align services with operational needs.

CLEANING DUTIES

- Carry out cleaning duties as required to provide cover for absent staff, support priority areas, or

assist with high-standard tasks (e.g. before key events, VIP visits, or open days);

- Lead by example by maintaining and modelling high cleaning standards on site;
- Use cleaning equipment and chemicals safely and correctly, in line with COSHH and manufacturer guidance.

HEALTH, SAFETY AND COMPLIANCE

- Ensure the team works in line with Health & Safety regulations, COSHH, and the School's safeguarding policies;
- Conduct regular audits, spot checks, and inspections of cleaning standards, identifying areas for improvement and following up to ensure issues are resolved;
- Make sure cleaning equipment is maintained, tested, stored, and used correctly; report defects promptly;
- Support safe waste disposal and recycling processes in line with School and environmental policies;
- Report any building maintenance issues through the Helpdesk system (Quadpro).

STOCK, RESOURCES AND QUALITY

- Monitor stock levels of cleaning materials, consumables, and PPE; raise orders and assist the Cleaning Manager in maintaining best-value procurement;
- Ensure cleaning staff have appropriate supplies and equipment to carry out their duties effectively;
- Support continuous improvement of cleaning



processes, contributing ideas to enhance efficiency, sustainability, and service delivery;

- Respond promptly and professionally to feedback or complaints, escalating to the Cleaning Manager where appropriate.

PERSON SPECIFICATION

ESSENTIAL

- Proven experience of supervising or managing a cleaning team in a school, hospital, or other large or complex environment;
- Strong organisational and planning skills, with the ability to manage multiple priorities and adjust plans at short notice;
- Confident people skills, with the ability to motivate, support, and direct a diverse team on a day-to-day basis;
- Sound working knowledge of cleaning best practice, Health & Safety, and COSHH;
- Good IT and administrative skills (Microsoft Office essential);
- High standards of professionalism, discretion, and attention to detail;
- Willingness to undertake hands-on cleaning duties when required;
- Flexibility to work across the working day to support both early-morning and afternoon/evening operations, and occasional weekends or evenings to support events, deep cleans, and peak operational periods.

DESIRABLE

- Previous experience of deputising for a senior

manager, or of taking responsibility for a team in the manager's absence;

- Experience working in an educational or boarding environment;
- Cleaning or facilities-related qualification (e.g. BICSc, IOSH Working Safely);
- Awareness of safeguarding in schools.

ADDITIONAL INFORMATION

- This role requires an enhanced DBS check prior to appointment;
- The role involves working across multiple buildings on a large school site, with significant time spent moving around campus;
- Uniform and PPE will be provided;
- The postholder may be required to work additional hours during school events, holiday turnarounds, or major cleaning projects.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a full-time role, the basic hours are 40 hours per week, all year round, although flexibility in these working hours will be required to meet the



demands of the role during peak times, including the ability to support both early morning and afternoon/evening cleaning operations, including key School events.

SALARY

A salary of £32,000 - £35,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays);
- School lunch;
- Free parking (subject to availability);
- Membership of the school's defined contribution pension scheme is available;
- Cycle to work scheme;
- Membership of the school's fitness centre;
- Employee Assistance Programme;
- Free or reduced price tickets to events in The Space, our Performing Arts Centre;
- Sevenoaks School Savers voluntary benefit scheme;
- Fee remission policy (terms apply).

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in

the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.



The closing date for applications is 26/06/2026 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.